

# Missouri Public Service Commission

## EFIS – View Annual Reports and Annual Report Extensions

There are three different methods that can be used to view Annual Reports and Annual Report Extensions.

### OPTION 1

1. Open EFIS. Login is not required.
2. From the 'Welcome' screen, click the '**Resources**' menu option.
3. Select the '**Annual Report**' link to continue to the '**Annual Report Search**' screen.



On the 'Annual Report Search' screen, select or input any of the following to narrow the search:

4. Beside '**Utility Type**', select the applicable utility type from the drop-down list.
5. Beside '**Utility Subtype**', select the applicable utility subtype from the drop-down list.
6. Beside '**Company Name**', select the applicable company from the drop-down list.
7. Beside '**Annual Report Calendar Year**', input the reporting year.
  - To view all of the Annual Report or Extension Request records in EFIS for a specific company, select the '**Utility Type**' and the '**Company Name**'. In the '**Annual Report Calendar Year**' field, leave it blank and select the radio button for '**All**'.
8. Select the applicable radio button for '**Received**' or '**Not Received**',
9. Click the '**Search**' button to continue to the '**Annual Report Result**' screen.

A screenshot of the 'Annual Report Search' form. The form contains several fields: 'Utility Type' (set to 'Electric'), 'Utility Subtype' (set to 'Select'), 'Company Name' (set to 'Electric Missouri, Inc.-Investor(Electric)'), and 'Annual Report Calendar Year' (set to '2015'). There are also radio buttons for 'Received' and 'Not Received'. The 'Search' button is highlighted with a red circle. A red text box at the top of the form provides information about the review process: 'Missouri Public Service Commission Review of Annual Report Submissions. The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.'

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10. On the 'Annual Report Result' screen, under 'Tracking No.', select the applicable tracking number link to open the 'Tracking Sheet – Internet Explorer' window.

**Annual Report Result**

**Missouri Public Service Commission Review of Annual Report Submissions.** The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Annual Report(s) received for calendar year of 2015 are listed below

Utility Type: Electric

BMAR indicates Annual Report Submission; BARE indicates Annual Report Extension Submission.

Tracking No.	Company Name	Year of Report	Date Submitted to EFIS	Date Filed
<a href="#">BARE-2017-0008</a>	Electric Missouri, Inc.-Investor(Electric)	2015	8/4/2016	8/4/2016
<a href="#">BMAR-2017-0009</a>	Electric Missouri, Inc.-Investor(Electric)	2015	8/4/2016	8/4/2016

Print Save as File New Search Exit

11. On the 'Tracking Sheet – Internet Explorer' screen, under 'Item No.', select the applicable item to view in the 'Electronic Document – Internet Explorer' window.

**Tracking Sheet - Internet Explorer**

**Missouri Public Service Commission Review of Annual Report Submissions.** The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Tracking No: BMAR-2017-0009

Type of Submission: Non-Case Related Submission

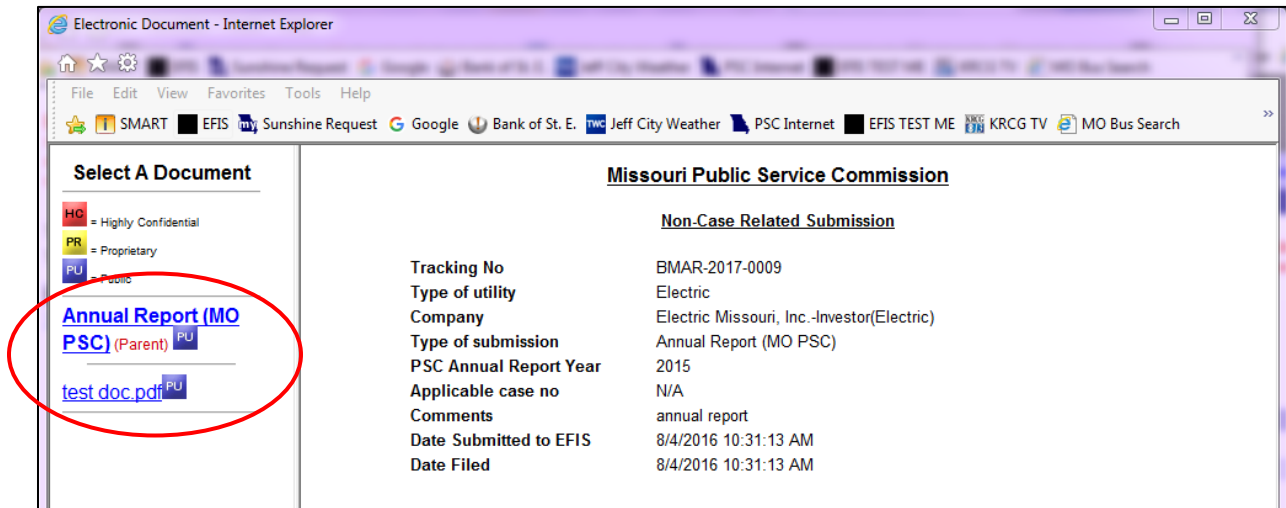
Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
<a href="#">1</a>	8/4/2016	Annual Report (MO PSC) for 2015 Comments:annual report	Electric Missouri, Inc.-Investor(Electric)

Print Exit

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## EFIS – View Annual Reports and Annual Report Extensions

12. The 'Electronic Document – Internet Explorer' is a split screen. The document links are on the left side. The submission summary screen (parent page) and document will display on the right side once selected.



### OPTION 2

1. Login to EFIS.
2. From the 'Welcome' screen, click the '**Resources**' menu.
3. Select the '**Non-Case Related Query**' link to continue to the '**Non-Case Related Search**' screen.



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On the 'Non-Case Related Search' screen, select or input any of the following to narrow the search:

4. Beside 'From Date' and 'To Date', input or select from the calendar icon the date range.
5. Ensure the radio button in front of 'Non-Case Related' is selected.
6. Beside 'Type of Submission', select 'Annual Report (MO PSC)' or 'Annual Report (MO PSC) Extension Request' from the drop-down list.
7. Beside 'Tracking No.', input the applicable tracking number.
8. Beside 'Utility Type', select the applicable utility type from the drop-down list.
9. Beside 'Company Name', select the applicable company from the drop-down list.
10. Beside 'Date of Report', input or select from the calendar icon the applicable date.
11. Beside 'Reporting Year', input the applicable reporting year.
12. Click the 'Search' button to continue to the 'Non-Case Related Search Results' screen.

Non-Case Related Search

From Date  To Date  (Limited to 12 months)

☒ Non-Case Related ☐ Small Company Rate Increase

Type of Submission: Annual Report (MO PSC)

Tracking No.

Utility Type: Electric

Company Name: Electric Missouri, Inc.-Investor(Electric)

Date of Report

Reporting Year

Search Clear Exit

13. On the 'Non-Case Related Search Results' screen, under 'Tracking No.', select the applicable tracking number link to open the 'Tracking Sheet – Internet Explorer' window.

Non-Case Related Search Results

**Missouri Public Service Commission Review of Annual Report Submissions.** The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Search Criteria  
Utility Type: Electric  
Company Name: Electric Missouri, Inc.-Investor(Electric)  
Type Of Submission: Annual Report (MO PSC)

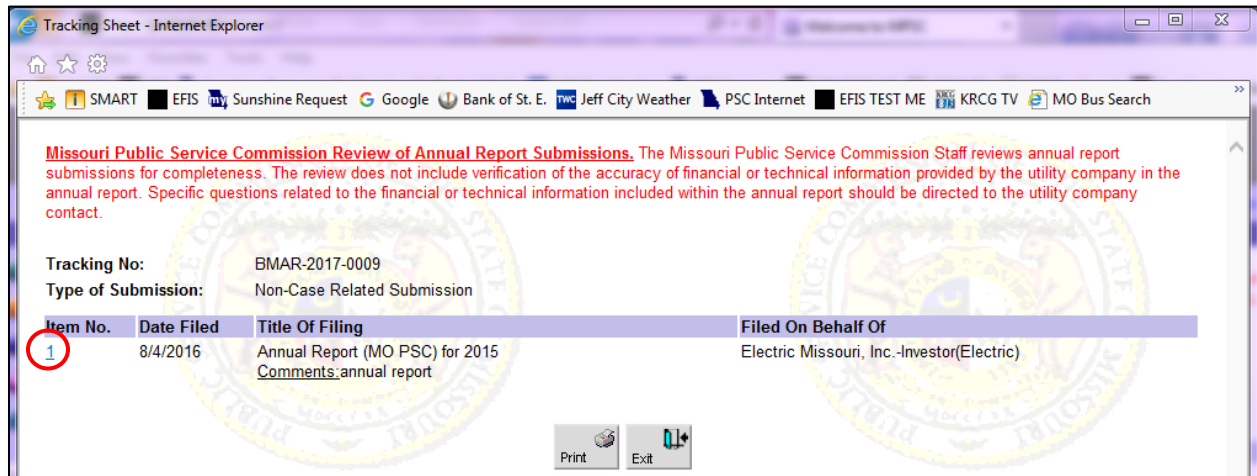
Tracking No.	Title of Filing	Total Missouri Jurisdictional Revenue	Date Submitted to EFIS	Date Filed
<a href="#">BMAR-2017-0002</a>	Annual Report (MO PSC) for 2016	\$999,999.00	7/18/2016	7/18/2016
	Staffs Initial Review, Deficiency, Response Required	\$999,999.00	7/27/2016	7/27/2016
	Comments: Company needs to update figures			
<a href="#">BMAR-2017-0009</a>	Annual Report (MO PSC) for 2015	\$999,999.00	8/4/2016	8/4/2016
	Comments: annual report			

Print Save as File New Search Exit

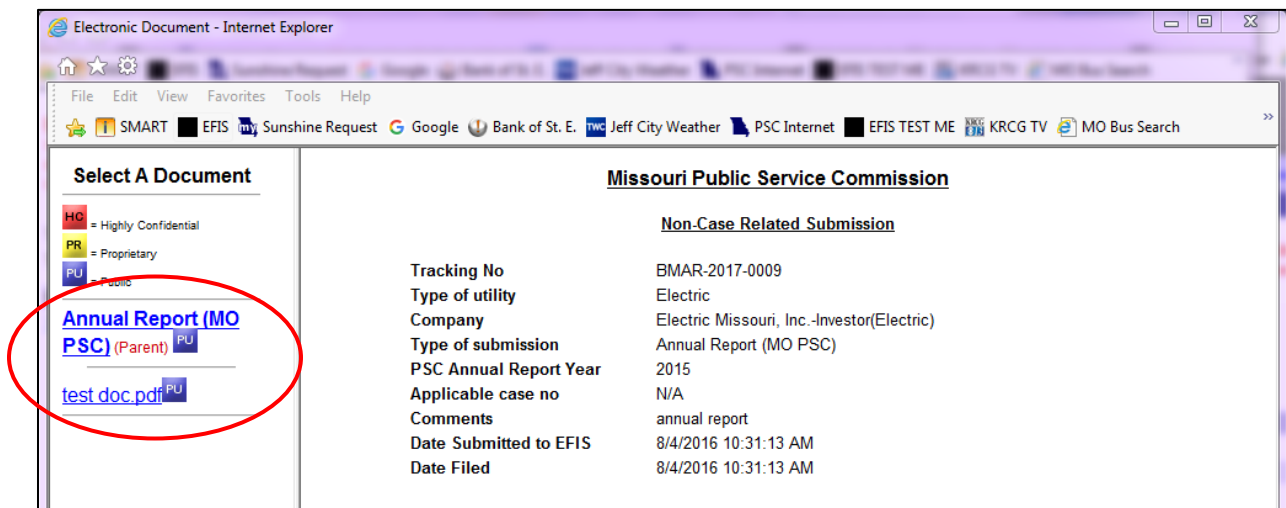
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## EFIS – View Annual Reports and Annual Report Extensions

14. On the 'Tracking Sheet – Internet Explorer' screen, under 'Item No.', select the applicable item to view in the 'Electronic Document – Internet Explorer' window.



15. The 'Electronic Document – Internet Explorer' is a split screen. The document links are on the left side. The submission summary screen (parent page) and document will display on the right side once selected.



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### OPTION 3

The user must know the submission tracking number(s) to use this option.

1. Login to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Non-Case Related Tracking Sheet**' link to continue to the '**Tracking Sheet**' screen.

Complaint/ Inquiry | **Filing/ Submission** | Agenda | Outage/ Incident | View Tariff | Public Comments | Resources

Welcome to MO PSC Electronic Filing/ Submission

- [New Case](#)
- [Existing Case](#)
- [Tariff Submission](#)
- [Interconnection Agreement Informal Submission](#)
- [Non-Case Related Submission](#)
- [Non-case Related Supplemental Submission](#)
- [Data Request](#)
- [Service List](#)
- [Docket Sheet](#)
- [Non-case Related Tracking Sheet](#)**
- [Appeals](#)
- [FERC / FCC Tracking](#)
- [Judges Case Management](#)
- [Company Status](#)
- [GCO Case Management](#)

Exit

4. On the 'Tracking Sheet Screen', beside '**Tracking No.**', input the applicable tracking number and click out of the field or push the '**Tab**' key.

Tracking Sheet

Tracking No:

Type of Submission:

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
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Print Clear Exit

# Missouri Public Service Commission

## EFIS – View Annual Reports and Annual Report Extensions

- Under 'Item No.', select the applicable item to view in the 'Electronic Document – Internet Explorer' window.

**Tracking Sheet**

**Missouri Public Service Commission Review of Annual Report Submissions.** The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Tracking No: BMAR-2017-0009  
Type of Submission: Non-Case Related Submission

Item No.	Date Filed	Title Of Filing	Filed On Behalf Of
1	8/4/2016	Annual Report (MO PSC) for 2015 <a href="#">Comments: annual report</a>	Electric Missouri, Inc.-Investor(Electric)

Print Clear Exit

- The 'Electronic Document – Internet Explorer' is a split screen. The document links are on the left side. The submission summary screen (parent page) and document will display on the right side once selected.

Electronic Document - Internet Explorer

File Edit View Favorites Tools Help

SMART EFIS Sunshine Request Google Bank of St. E. Jeff City Weather PSC Internet EFIS TEST ME KRCG TV MO Bus Search

**Select A Document**

HC = Highly Confidential  
PR = Proprietary  
PU = Public

[Annual Report \(MO PSC\) \(Parent\)](#) [test doc.pdf](#)

**Missouri Public Service Commission**

Non-Case Related Submission

Tracking No BMAR-2017-0009  
Type of utility Electric  
Company Electric Missouri, Inc.-Investor(Electric)  
Type of submission Annual Report (MO PSC)  
PSC Annual Report Year 2015  
Applicable case no N/A  
Comments annual report  
Date Submitted to EFIS 8/4/2016 10:31:13 AM  
Date Filed 8/4/2016 10:31:13 AM

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).